

ORDINANCE NO. 2015-26

Amending Board Rule 3.03(8) and (9) regarding time for all resolutions, ordinances, petitions, reports and communications to be filed with the County Administrator for County Board attention

Executive Summary

Current County Board of Supervisors Rules of Order 2014-2016 require resolutions, ordinances petitions and other matters of business requiring the attention of the County Board to be submitted to the County Administrator not later than noon on the Wednesday preceding a board meeting. This resolution changes the submission date of resolutions, ordinances petitions and other matters of business requiring the attention of the County Board to not later than noon on Monday of the week preceding a board meeting. This change is to ensure that all County Board Supervisors receive their County Board packets before the County Board meeting with sufficient time to review the Board packet.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES
HEREBY ORDAIN AS FOLLOWS:

Section 1. Board of Supervisors Rules of Order 2014-2016, Section 3.03(8) and (9) shall be amended as follows:

3.03 BOARD PROCEDURE.

...

(8) All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by a board member or committee and filed in the office of the County Administrator not later than noon on ~~the Wednesday~~ Monday of the week preceding a board meeting. Each resolution submitted for consideration shall have a fiscal note. Motions to reconsider may be brought at the next succeeding meeting only if notice of the motion is filed in the office of the County Administrator not later than noon on the ~~Wednesday~~ Monday of the week preceding the board meeting. Proposed ordinances shall be reviewed by the Corporation Counsel for proper form and legality before being submitted to the Board. Resolutions and ordinances not introduced by a committee shall be referred to an appropriate committee by the Chairperson. A resolution or ordinance referred to a committee pursuant to this paragraph may be placed on the County Board agenda for further action upon the written request of five (5) County Board members which shall be submitted to the Chairperson not sooner than sixty (60) days after referral of the item to the committee. Such items shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations. [Am. 06/10/03, Ord. 2003-03]

The sponsor of a major new resolution or ordinance or major revision of an existing resolution or ordinance shall prepare a written report or memorandum explaining the significant features of the proposed legislation, including the contemplated changes. Such written report or memorandum shall be mailed to board members as part of the agenda, but unless specifically ordered by the Board such reports or memoranda shall not be printed in the board proceedings.

(9) Any person having a matter of business requiring the attention of the County Board may present such matter to the Board by delivering a written communication to the County Clerk, County Board Chairperson or County Administrator by noon on the ~~Wednesday~~ Monday of the week preceding the next County Board meeting. The County Board Chairperson may, at his/her discretion, allow persons to be placed on the agenda to address the Board. Signed communications not presented personally to the Board shall be preserved by the County Clerk and shall be presented to the County Board as a communication at the next regular board meeting. Unsigned communications shall be referred to the Administration & Rules Committee. Communications may be referred by the Board, the Chair or the Administration & Rules Committee to an appropriate committee for study and attention. If feasible, such committee shall arrange to meet with the author of the communication. Such committee shall thereafter report back to the County Board in the usual manner and shall recommend what action, if any, should be taken by the County Board with reference to such communication. The Clerk may acknowledge receipt of communications by return mail. [am. 5/11/10, Ord. 2010-06]

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Adopted by the Jefferson County Board of Supervisors this 8th day of December 2015.

s/Jim Schroeder
Jim Schroeder
Chair

ATTEST:

s/Barbara A. Frank
Barbara A. Frank, County Clerk

Published this 15th day of December 2015.

Ayes__29__ Noes____ Abstain____ Absent____ Vacant__1__

NOTE: Section 3.09 of the County Board rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken, unless the Board waives laying it over by unanimous vote.

Ayes 29: Jones, Kelly, David, Tietz, Braughler, Buchanan, Morris, Wineke, Rinard, Counsell, Reese, Hartz, Morse, Lund, Nass, Payne, Kutz, Hanneman, Schroeder, Mode, Kannard, Poulson, Jaeckel, Foelker, Patrick, Borland, Schultz, Babcock, Christensen.
Vacant 1: District 24.

Requested by
Administration & Rules Committee

12-08-15

J. Blair Ward: 12-02-15

REVIEWED: Administrator: bw; Corp. Counsel jbw; Finance Director: bl